

CONTRACT WORKER REQUEST FOR APPLICATIONS



Mississippi Department of Education
Office of Academic Education
South Pointe Business Park
500 Clinton Center Drive
Clinton, MS 39056

Contact: Darla Hammons
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Date: April 17, 2016

Introduction

The Mississippi Department of Education (MDE) is currently seeking a contract worker for the Office of Academic Education.

Scope of Work/Job Duties

The main duties of this contract worker position revolve around working with the Mississippi Superintendents Academy and the Principals Academy and working with the districts that will be consolidated as the outcome of the 2016 Legislative Session. The duties include but are not limited to:

- Will be responsible for performing administrative duties as requested for the Office of Academic Education;
- Will work as a governmental affairs representative for the Mississippi Department of Education with Mississippi school district consolidations;
- Will work with administrative and training aspects of the Superintendents Academy and the Principals Academy which focus on training and mentoring existing and potential future school district superintendents and principals in Mississippi; and
- Will work on special assignments as requested by the State Superintendent.

Minimum Qualifications

The selected individual for this position must have served as a successful Superintendent in a high performing district with at least 4 years of experience; Master's degree or higher with current administrative certification, successful related experience at the central office level and/or building level administration; and experience in working with diversified stakeholder groups to implement large scale projects and initiatives. Applicants that do not meet the minimum qualifications will not be considered and the applicant will be notified.

Compensation and Hours Worked

The position will pay \$76.92 per hour and the maximum number of hours is 1040 for the time period July 1, 2016 to June 30, 2017. MDE will withhold FICA/Medicare, and federal and state withholding taxes. MDE will pay the required employer contribution for FICA/Medicare.

Selection Process

A selection committee will review acceptable applications which are completed, timely submitted, and meet the minimum qualifications. The most qualified candidates may be interviewed.

Selection criteria will be performed using a standard, 100 point scoring scale as follows:

- Superintendent experience 30 points
- General experience 40 points
- Education 15 points
- Certification/Licensure 15 points

Instructions for Applying

- Complete and **sign** the attached Application.
- Attach a list of at least three references (name and current contact information).
- Attach your resume describing your education and prior work history, including relevant work experience.

Your application packet (all of the above) should be submitted to the following address based upon the delivery method used:

Hand Deliver Proposals to:

Lorraine Wince
Office of Procurement
Mississippi Department of Education
South Pointe Business Park
Main Lobby
500 Clinton Center Drive
Clinton, MS

Mail Proposals to:

Lorraine Wince
Office of Procurement
Mississippi Department of Education
Post Office Box 771
Jackson, MS 39205-0771

Ship Proposals to: (FedEx UPS, etc.)

Lorraine Wince
Office of Procurement
Mississippi Department of Education
301 North Lamar Street
Jackson, MS 39201
(Loading dock at back of building)

The **deadline** for receiving the application packet is **Friday, May 6, 2016 at 3:30 central standard time.**

At the time of receipt of the application, the application will be opened, date-stamped and recorded in the Office of Procurement. The applicant is responsible for ensuring that the application is delivered by the required time and assumes all risk of delivery.

An incomplete application will not be accepted and cannot be returned for revisions. No faxed copies will be accepted and the application must be signed.

We strongly recommend that you plan to submit the application early in order to allow for unforeseen circumstances. Applications will **not** be accepted after the deadline.

Questions/Requests for Clarification

All questions and requests for clarification must be submitted by email to:

Darla Hammons at dhammons@mdek12.org

The MDE will not be bound by any verbal or written information that is not specified within the Request for Applications unless issued in writing by the contact person.